

Lesson Plan Adv. Excel - 23/12/2021

Lesson Plan Ref.	COE/2023-24/Excel		Course Ref.	Tech/COD/Excel
Technical Course:	Advance Excel			
Expert Name:	DEVENDER			
College Name:	St. Beda's College			
Topic:	Advance Excel			
Level:	Basics to Advance	Lesson Duration:	45 hrs	

Lesson Overview

Excel is the most important part of Microsoft office. In this software we can create different types of reports. Like: MIS, Database Management, Chart reports etc.

Summary of Lessons

Week	Description
Module – 1	Introduction of Excel and applying basic excel formulas: <ul style="list-style-type: none"> • Introduction of Excel. • Difference between basic excel and advance excel • How to apply excel formulas on sheet. • Data entry in excel. • Some examples of Excel sheet. Like: Salary Sheet, Marksheet.

	<p>TEST - 1</p>
Module - 2	<p>Applying Advance Formulas of Excel:</p> <ul style="list-style-type: none"> • If Formulas with different conditions. • Excel sheet for if formula preparation. • VLOOKUP and HLOOKUP Formula. • Report card preparation using HLOOKUP and VLOOKUP. <p>TEST - 2</p>
Module – 3	<p>Excel Ribbons/Tabs:</p> <ul style="list-style-type: none"> • Home Ribbon • Table Formatting • Conditional Formatting • Insert, Delete, and formatting of rows and column and all other options. • Insert Ribbon • Pivot Table • Pivot Chart • Reports with Pivot Table and Charts

	TEST - 3
Module - 4	<ul style="list-style-type: none"> • Cash Flow Statement • Financial Statement • Budget Reports • Inventory Reports • Accounts Receivable Report • Accounts Payable Reports • Cost Reports <p>TEST - 4</p>
Module – 5	<p>Page Layout Ribbon:</p> <ul style="list-style-type: none"> • Page Setup for Printing • Print Titles on Each sheet • Print Area Sheet <p>Formula Ribbon:</p> <ul style="list-style-type: none"> • Define Name • Formula Auditing • Function Library <p>TEST -5</p>

Module – 6	<p>Data Ribbon:</p> <ul style="list-style-type: none"> • Get & Transform Data • Soft & Filter • Data Tools • Forecast Report <p>View Ribbon:</p> <ul style="list-style-type: none"> • Workbook Views • Zoom • Window <p>TEST - 6</p>
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Materials / Equipment:
<p>Computers MS Office</p>